

National ABC Template for Office of Law Enforcement

The National ABC Code Templates have been developed for two reasons. First, they are to help FWS employees code similar work consistently across the Service. Secondly, the Templates are built to give employees an easier way to find their work without always having to refer to the Activity Dictionary.

Most common ABC work activities:

If you are in a Law Enforcement (OLE) office the codes below should represent most of the work you do on a daily basis. This Template is provided only as a guide, as such, you may still choose any ABC work activity code that matches your work. The activities listed here are intended to help you quickly find activities that relate to your work. The majority of OLE employees should find themselves in the activities listed below. If the activities here do not describe your work, please feel free to visit the online ABC dictionary to find your work (http://www.fws.gov/planning/ABC/activities_and_definitions.aspx).

You can also request help on selecting activities through the Service's online helpdesk (<http://www.fws.gov/planning/Help/helpdesk.aspx>).

Q2: Conduct and Assist with Law Enforcement for Non T&E and Non CITES Listed Species
Q3: Conduct Import/Export Inspections of Non T&E and Non CITES Listed Species
G2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species
G3: Conduct Import/Export Inspections for T&E and CITES Listed Species

Other common activities across OLE offices:

The activities listed below are not used as commonly across OLE offices. However, there are employees that perform specialty functions or auxiliary duties. The list below is intended to capture that type of work.

Q5: Provide Forensics Support for Law Enforcement
P6: Process Import and Export Licenses
5E: Consult and Coordinate with Native American Tribes
9K: Manage Professional Responsibility (Internal Affairs)
92: Develop and Deliver Training
93: Attend Training

Support and other administrative functions:

Many OLE offices perform some degree of support functions such as budgeting, financial operations, or providing office support. The activities listed below reflect support activities that are commonly performed at OLE offices. Employees who do not spend a material amount of time (>10% in a given pay period) performing these functions are not required to, but are welcome to code this work.

8A: Provide Leased Space Operations and Program Management
8P: Inventory DOI Facilities and Assess Facility Condition
9P: Operate, Maintain and Manage IT Investments
9R: Perform Financial Management Operations
9S: Conduct Strategic Planning and Performance Management
9W: Manage Purchases, Contracts and Acquisitions
9X: Provide Office Support
9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services